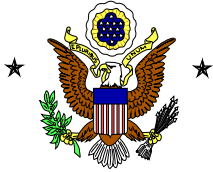


UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



JOB OPPORTUNITY NUMBER: FY 10-008

POSITION: Financial Assistant

LOCATION: Alexandria, VA

Opening Date: April 23, 2010

**Closing Date: Open until filled
(Applications received by May 10 will
be given first consideration)**

CLASSIFICATION LEVEL/SALARY RANGE: CL 24 (\$37,384 - \$46,745 starting)

Actual starting salary dependant upon experience.

POSITION OVERVIEW

The position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Alexandria Division. The financial assistant performs financial transactions and maintains required records, in accordance with court policies and approved internal controls. The financial assistant reports to the financial administrator.

DUTIES AND RESPONSIBILITIES

Establishes and maintains records for all restitution cases throughout the district and ensures victims receive payments. Ensures judgements are written according to guidelines governing restitution.

Answers inquiries and provides assistance to the public and court employees as authorized on matters relating to fines and restitutions. Inquiries come from many sources including judges and staff, other court support units, other courts, and members of the bar.

Prepares vouchers for disbursement of restitution payments, court ordered payments, refunds and other miscellaneous disbursements.

Queries the computerized financial system to determine the proper accounts in which to apply incoming funds.

Processes all over-the-counter and mail delivered payments through the cash register, including credit card payments, and distributes receipts.

Reconciles daily financial transactions and receipts with the Financial Administrator at the close of business each day.

Establishes new cases related to prisoner, appeals, and new judgements in the financial system.

Processes Bureau of Prison and IPAC payments, and updates payment information.

Processes adjustments relating to cases regarding restitution, registry, or unclaimed funds.

Reviews and processes 2nd level approval for CJA vouchers.

Verify and reconcile deposit activity with the U.S. Department of Treasury Cashlink system.

Mails U.S. Treasury checks and maintains Treasury check log.

Research and resolve differences on the Statement of differences report in a timely manner with the AO, CGI, or banking institution.

Reconcile the Statement of Difference report with the AO, bank, or CGI.

Maintain log and disbursement of in house payments to staff and judges in a timely manner.

Preparation of Pro Hac Vice for monthly bank deposit.

Serves as back-up to financial team members.

QUALIFICATIONS

The successful candidate must have a minimum of two years of specialized or administrative experience which involved the routine use of keyboard skills and provided knowledge of rules, regulations, and terminology in the area of financial administration and/or accounting and a demonstrated ability to apply a body of rules, regulations, directives, or laws. Experience working with spreadsheets is preferred. Experience in a court environment is also preferred.

The incumbent must use good judgement and tact. The incumbent should have the ability to communicate with and serve customers well, to work independently as well as collaboratively as part of a team, and multitask. The incumbent must be detail-oriented and skilled in problem-solving and analyzing data.

EDUCATION

High school graduation or equivalent required. College degree preferred.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted

service appointments are at will and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under “Related Links” on the Employment page of the court website), and a list of references.

Applications received by **May 10, 2010** will be given first consideration.

Mail to: **Debbie Cramer (10-008)**
Human Resources Manager
U.S. District Court
401 U.S. Courthouse Square
Alexandria, VA 22314

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.